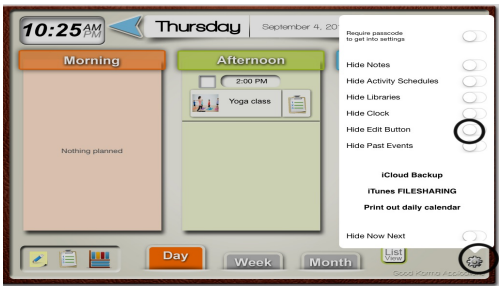
Quick Start Guide:
Visual Schedule Planner

1. Tap **gear icon** in the lower right corner of the home screen to access the **SETTINGS menu** (See below for settings menu features)**.** Make sure **EDIT button is ON.** It is in **EDITING MODE** when the **HIDE EDIT BUTTON** is set



to **OFF.**

Home Screen & Settings Menu

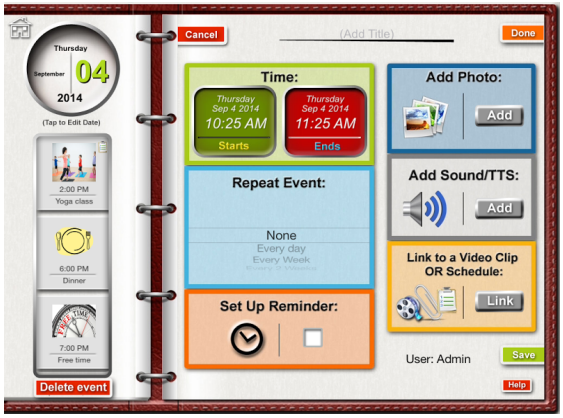
2. Create an event by tapping the **"EDIT"** button in the upper right corner of the screen**.**

Home Screen & Edit Button

3. From the **EDIT EVENT screen,** you can**:**

- Add a Title for your event
- Select start and end time for your event
- Add Photo - from multiple image sources
- Repeat Event - scroll to choose
- Add Sound/TTS - record or select from sound library
- Set up event reminder
- Link to a Video Clip or Activity Schedule
- Access the User Manual - red "Help" button at the bottom of the screen
- Return HOME by tapping house icon at the top of the screen

*Note: **Tap "Save"** before returning to the home screen to ensure all changes are saved.*



Edit Event Screen

4. Additional Features (for expanded info, please refer to individual tutorials):

- Notes
- Activity Schedules
- Libraries

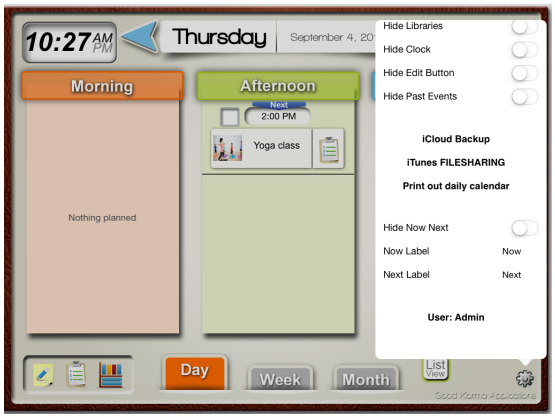
Notes

Activity Schedules

Libraries (Images, Videos, & Sound)

5. From the **SETTINGS Menu,** you can

- Hide buttons *(if needed) - NOTE: To access Activity Schedules and Video Library independent of an event the you must slide the **EDIT BUTTON to HIDE**.*
- Set Password
- Create & Restore from iCloud backup
- Archive app data using iTunes FILESHARING
- Print out daily calendar *(send via email)*
- Edit labels for "Now" and "Next"
- Add Multiple Users *(Admin is the default user)*



Home Screen & Settings Menu

6. To place the app in "USER MODE" , please make sure that the **HIDE EDIT BUTTON** is turned to **ON**. That way, all videos and activity schedules will be able to be viewed and used independently of an event.

For detailed information about these features and step-by-step walkthroughs, please refer to the individual tutorials for this app, which are available on our website. If you need further assistance, please email us at **support@goodkarmaapplications.com**.